

3 FEB 1978

MEMORANDUM FOR: [REDACTED]

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FROM:

Chief, Printing and Photography Division, OL

SUBJECT:

OCR/P&PD Meeting on Micrographics
Consolidation; 23 January 1978

ATTENDEES:

[REDACTED] Comptroller
 [REDACTED] DDI/OCR
 [REDACTED] DDI/OCR
 [REDACTED] DDA/ISAS
 [REDACTED] , DDA/OL/P&PD
 [REDACTED] DDA/OL/P&PD

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1. Areas discussed in the subject meeting concerned items covered in the Office of Central Reference, (OCR) rebuttal to the ISAS/P&PD consolidation paper. There was little agreement on the differences in the OCR and P&PD positions. There was a great deal of discussion about career paths and quality control. P&PD feels that the individuals involved would have a career path in the micrographics photography, and printing field and would tend to produce a better product because they would be working in their chosen career. OCR's approach is to hire someone in micrographics and let them use that as a stepping stone to paraprofessional positions within OCR. P&PD feels that a more consistent high quality product could be produced in a consolidation facility with a quality control staff, and people that are interested in micrographics/photography as a career.

2. OCR also indicated that 4100 square feet of floor space was needed for micrographics production and support. This is nearly double the 2088 square feet they are now using. P&PD would like to see what equipment is going in that space, and what the various portions of the 4100 square feet are going to be used for before any alterations can be made to the study's statistics.

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3. There is obvious disagreement over manpower figures in the ISAS/P&PD study and the OCR rebuttal. For example, OCR does not list any part-time positions in their rebuttal paper, yet they are funded for three, nor do they list any systems positions, yet they indicate that one is required. OCR indicates that they only used 1/2 man year for maintenance, yet states that two additional man years would be necessary in a consolidated facility. Also, OCR states that under ADSTAR they will be filming twice the number of pages with four less production people. Since man hours/years is going to be considered, a statement of overtime used by components over the past year would be necessary in order fully evaluate requirements.

4. There was a discussion about showing personnel requirements in man hours/years instead of by positions as listed in the original paper. Below is a table showing the conversion of the original positions to man hours.

PRESENT POSITIONS

76 Full Time = 158,080 man hours
32 Part Time = 45,760 man hours

108 Positions = 203,847 man hours
(98.0 man years)

98.0 man years (present)

- 77.6 man years (proposed)

20.4 man years versus 21 positions listed in the ISAS/P&PD study

PROPOSED POSITIONS

57 Full Time = 118,540 man hours
30 Part Time = 42,900 man hours

87 Part Time = 161,440 man hours
(77.6 man years)

5. In order for any further evaluation to be made on OCR's rebuttal, more detailed information on personnel and space requirements will be necessary.



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